

## Taking photos on your iPad.



Open the camera app. You have a number of choices:

1. Take a photo of an object or person
2. Take a photo of yourself
3. Take a video of 1. or 2.
4. Square shot
5. Panorama

6. Slo-Mo

7. Time Lapse

8. You can also set a timer and turn HDR on or off.

9. View the shot you have taken and decide whether to keep or discard it

To select the type of shot slide over the options with your finger.

**Photo Option** - Aim at your subject then press the white button. If you hold the button you will take multiple shots. Be careful if this is not what you want!

To take a photo of yourself (selfie)  press this button.

To zoom in on a subject use your thumb and finger and swiping out.



**Square Option** - Takes a square photo suitable for Instagram

**Pano Option** - Must be used in portrait mode. Press then slowly pan your iPad to the right keeping level with the guideline. Press again to stop or it will stop automatically when you reach the end of the line. Great for landscapes.



**Video Option** - Press the red button to start and stop.

**Slo-Mo** - Press to slow down the action.

**Time Lapse** - Time lapse videos you take will automatically change the frame rate to end up being 20-40 seconds long. A tripod or stable surface is necessary.

**To view your photos immediately touch the picture in bottom right hand corner. Delete if you don't like it or even edit it. It is saved in the Photos app.**

## Photos



The 'Photos' app is where you will collect, organise and make use of your photos. As you download future photography apps they will ask to access your photos from here. Let's work our way through the basics.

When you open the 'Photos' app you will see all the photos you have taken on your iPad, imported from iPhoto or imported from your camera. They are organised in **Years**, **Collections** and **Moments**.

**Years** are obviously grouped by the year they were taken. To see in more detail tap a year and you will be taken to **Collection**. Now your photos are organised by the date and/or location they were taken. Tap one of the photos and you will be taken to **Moments** which again group your photos according to a more specific date and location. Finally tap a photo to see it individually. You can Edit your photo from here.

### Edit

- You can do some basic editing from here. For better editing tools there is a range of free and paid apps you can download.
- Click edit. At the bottom or side of the page you will see some basic tools. If you are happy with the changes you make press the save button at the top of the page. You can also Cancel; Undo or Revert to Original.

Enhance

Crop

Filters

Light, Colour, B&W



**Enhance** - Automatically enhances colour, brightness and contrast.

**Crop** - allows you to get rid of unwanted background, etc. Drag the edges to create the desired image. You can also tilt the photo.

**Filters** - change the look of your photo with one click.

**Light, Colour, B&W** - Select each one to fine tune your photo.

### **Share** (The arrow in a box)

- This allows you to share your photo in a variety of ways - eg email, Message, Facebook, iCloud Photo Sharing, slideshows, etc. We will go into these later.

### **Trash**

- Delete the photo.

## **Albums**

You will often want to organise your photos to group like subjects.

Albums provides the easiest option for this.

- To create an album Click the + sign in the top left hand corner. You will be asked to name the album.
- Simply click on the desired photos you wish to place in the album. A tick will appear on selected photos. When you have finished your selection click 'Done'. The new album will appear.
- To add more photos at a later date, open the album, go back to your Photos tap at the bottom of the page, click select in the top right hand corner, select the desired photos, Add to, select the album you want to add them to and you are done. Go back to albums to check.

- To delete an album click edit on the album page. Touch the cross on the album you wish to delete and confirm when asked. The photos will remain on the camera roll until you delete them. The only way to delete a photo completely is to delete it from **All Photos**.



Please Note that although your photos are showing up in multiple places they are not taking up extra space on your iPad.

## Photo Stream and Sharing

**Sharing** is a handy tool for sharing photos between your Mac, iPhone and iPad as well as other people with iCloud accounts. The first thing you need to do is turn on Photo Streaming on your device/s.



- Go to settings.....Photos & Camera.....My PhotoStream - ON, Shared Photo Stream - ON for iPad and iPhone
- While there turn on iCloud Photo Sharing

You can turn these off at any time.

You can also transfer photos to your friends or family.

- Go to your Photos page in 'Photos'.
- Select Select. Tap the photos you want to transfer
- Select 'Share'....Choose 'iCloud Photo Sharing'
- Select **new** New Shared Album.....Type in the Apple user email of the person you wish to share with email.....Name the Album.....Next OR select an album you have previously created and select 'Post'.

'Photos' provides you with very basic editing capabilities. If you want to do more with your photos or have a bit of fun there are unlimited apps available to you for a variety of purposes, both paid and free.

Go to the app store and see what you can find.